

## **FISCAL ADMINISTRATOR, MAYOR'S OFFICE ON CRIMINAL JUSTICE**

### **Position:**

The Mayor's Office on Criminal Justice seeks a Fiscal Administrator for its grants unit. The grants unit handles all police, homeland security and criminal justice grants for the City of Baltimore and manages approximately \$65 million in State and Federal grants. The Fiscal Administrator would be responsible for managing the fiscal staff, fiscal and programmatic reporting on grants and reviewing necessary documentation for grant approval by the City Council and Board of Estimates.

### **Duties Include:**

- Developing internal procedures for submitting grant proposals and applications; reviewing applications for content, form and adherence to funding source guidelines and accountability standards; ensuring application packages are complete prior to submission; and monitoring the status of applications.
- Overseeing the preparation, verification and documentation of fiscal forms and reports for submission to the Federal and State agencies.
- Monitoring budget expenditures during the fiscal year to ensure compliance with Federal and State regulations.
- Development and management of internal control procedures for grants.
- Reviewing, verifying and approving requisitions, purchase orders, expenditure authorizations, personnel action requests and other forms for sufficient funding.
- Monitoring grant awards, program evaluations, budget modifications and grant renewals; maintaining and preparing records and reports of all grant activities.
- Responding to audit requests.

### **Qualifications:**

The Fiscal Administrator must have knowledge of federal and state grant reporting requirements and fiscal reporting principles. The Fiscal Administrator will be responsible for preparing and reviewing grant applications, program and financial reports and should be able to communicate effectively, both orally and in writing. Candidates should be experienced in the principles and techniques of budgetary and fiscal analysis, have the ability to compile, collect, assemble and verify budgetary data. Candidates must have a bachelor's degree in accounting, business administration or a related field from an accredited college or university. Prior supervisory experience and 3 years of fiscal grant management experience is preferred but not required.

Salary range is \$61,900 to \$75,500 and will be commensurate with education and experience. Position will remain open until filled. The City of Baltimore is an Equal Opportunity Employer.

### **Interested candidates should submit a cover letter and resume to:**

Sheryl Goldstein, Director  
Mayor's Office on Criminal Justice  
100 Holliday Street, Room 629  
Baltimore, Maryland 21202  
Email: [criminaljustice@baltimorecity.gov](mailto:criminaljustice@baltimorecity.gov)